

Carmel Rams Booster Club

Accounting Procedures

Check Requests:

If a check is needed (for reimbursement of expenses, to pay a vendor or to request a Pre-paid card) a **Check Request** form is to be completed. This form needs to be completely filled out, approved by the team Coach and submitted to the Athletic Director for final approval. Original receipts must be submitted with the form. In the case of payments to vendors a W-9 form must be obtained if one is not already on file. If the request is for a Pre-paid card please see additional information below.

Pre-Paid Cards:

In order to purchase items where the amount is not known (for example concession supplies from Sam's Club), a pre-paid Visa card can be requested using the above Check Request form. Once the card has been used a **Pre-Paid Card Reconciliation** form must be completed and submitted to the Athletic Director along with the original receipts and the pre-paid card.

Online Orders:

If an online order needs to be placed please complete the **Purchase Request** form. The form must be completely filled out, approved by the team Coach and submitted to the Athletic Director for final approval.

Deposits:

Please complete the **Deposit** form. All checks submitted for deposit must be made out to **CARMEL RAMS BOOSTER CLUB** and should have a notation in the memo section as to what team or club the check is for (ex: Cheer, Boys soccer, etc.). Checks older than 90 days will not be accepted by the bank so please make deposits timely. In the event a check is returned by the bank, any related fees will be charged back to the team or club that submitted the check for deposit. It will then be up to the team representative to follow up on the check. All monies should be counted when changing hands and the deposit form signed indicating such.

Note: All deposits involving cash will have a Booster Club written receipt (Club Representative) for the requestor. This is for accounting purposes and will ensure that all cash transfers are properly transferred to the Carmel Rams Booster Club for deposit.